

# Supplier Registration Guide

# NAVIGATING



# FORWARD

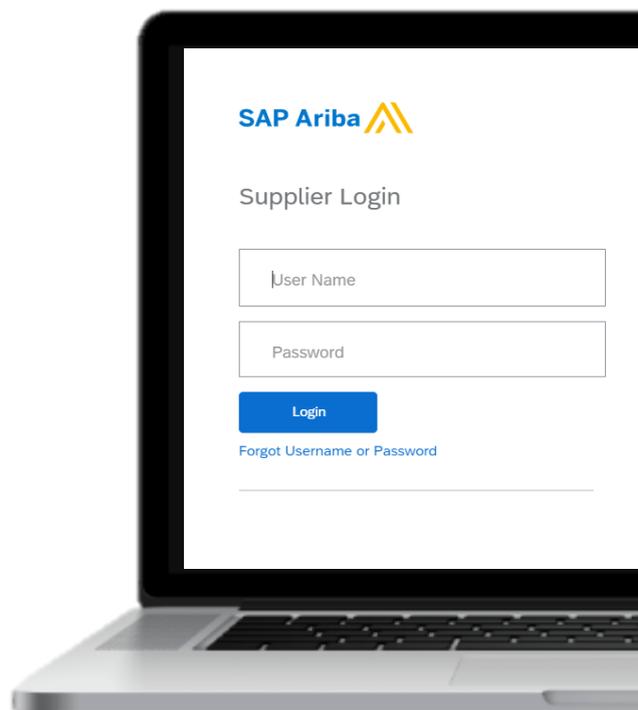


# Introduction

This Supplier Registration Guide will provide you guided instructions on how to register and maintain your information on the SAP Ariba Network.

Sapura Energy Berhad (“SEB”) will be transitioning to a new system, SAP Ariba, for all tendering events, e-procurement transactions to ensure greater transparency and accountability.

As our trusted supplier, you are required to submit your company details electronically through the SAP Ariba Network. SEB will then review and register your company as a supplier to participate in any subsequent sourcing events with us.





## Supplier Registration

To complete your Sapura Supplier Registration, you are required to log in to your SAP Ariba Network Account (to be created if you do not already have one) in order to fill in the Supplier Registration Questionnaire. Follow the steps below to guide you through the process.

**Step 1:** You will receive an e-mail notification to complete your Supplier Registration with Sapura Energy Berhad.

Click on the link below to log in to the Supplier SAP Ariba Network portal.

**Invitation: Complete your SAP Ariba Network Account Registration with Sapura Energy Berhad**



**Register as a supplier with Sapura Energy Berhad**

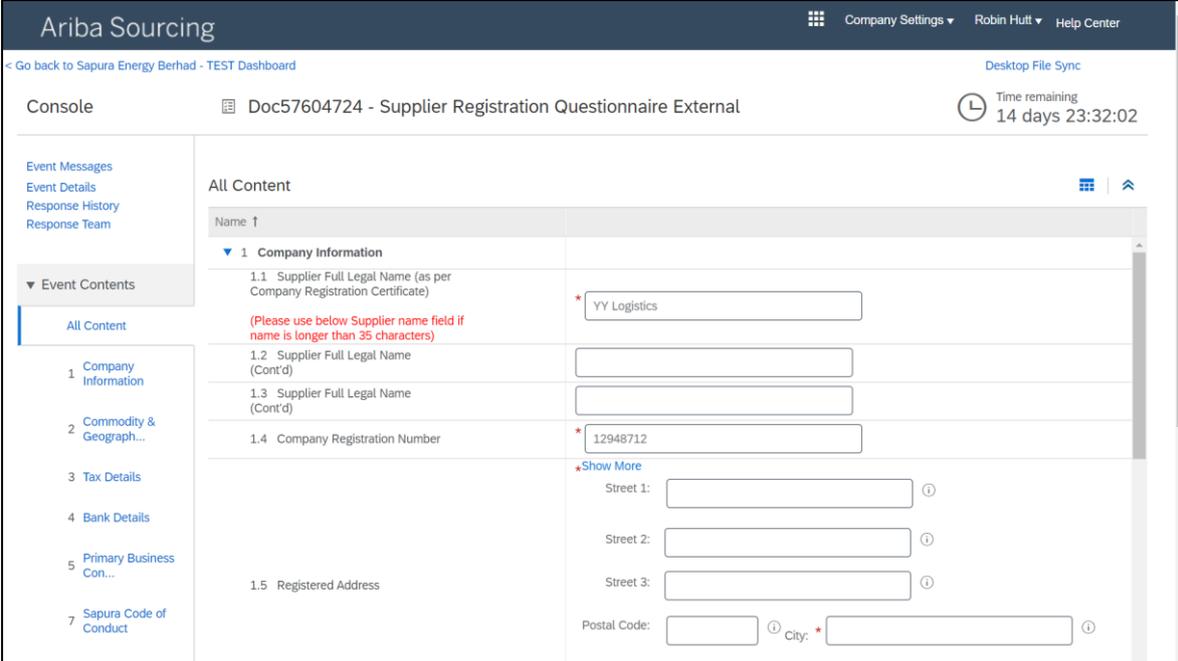
Hello!

Jyh Song Yong has invited you to register to become a supplier with Sapura Energy Berhad. Start by creating an account with Ariba Network. It's free.

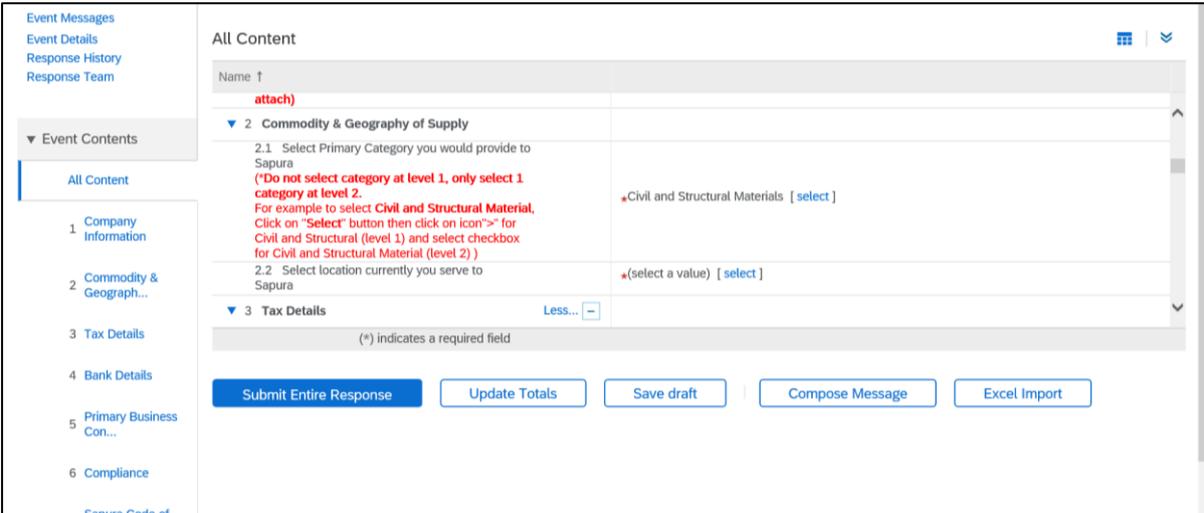
Sapura Energy Berhad uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If YY Logistics already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

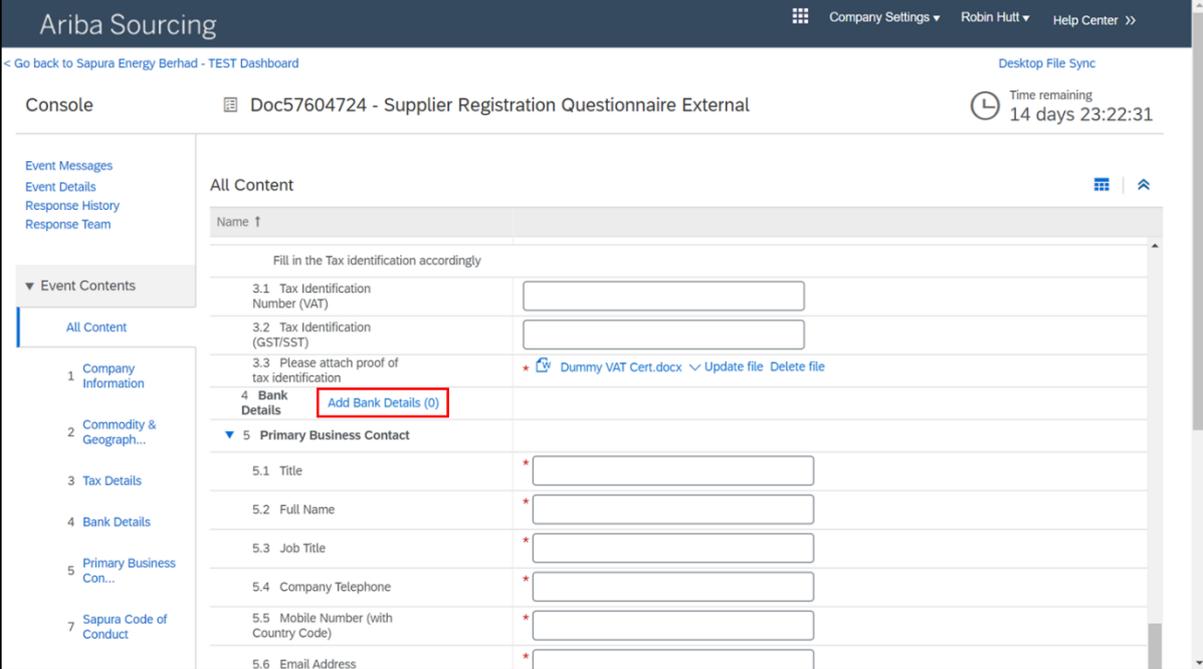
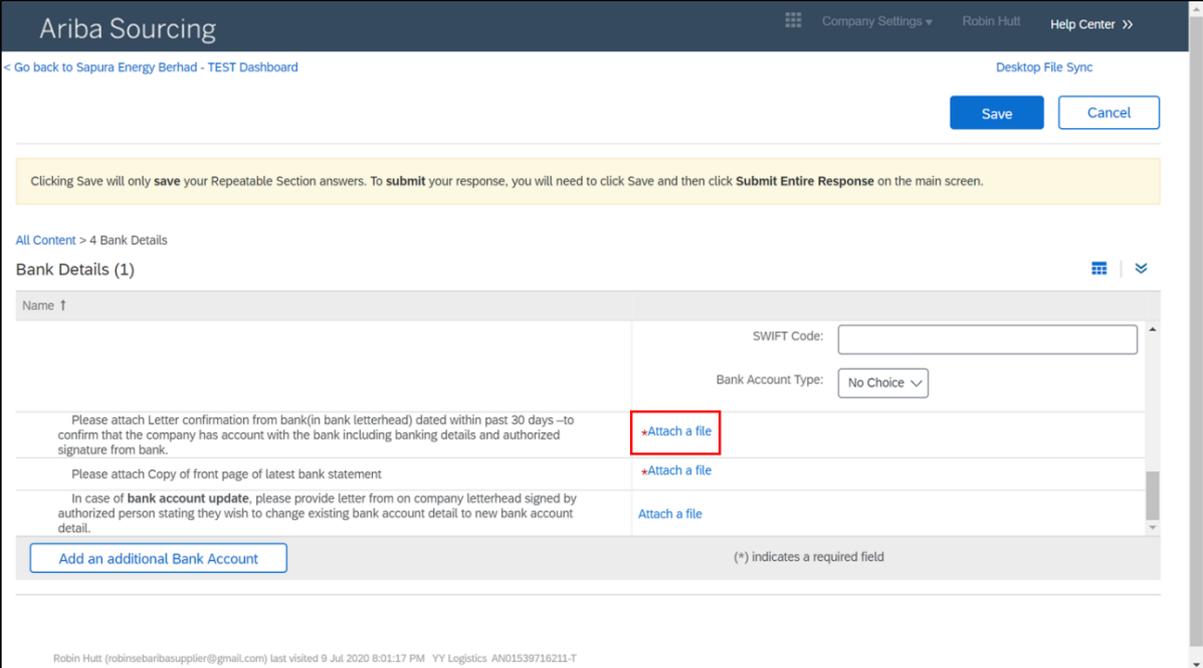
**Step 2:** You will be automatically navigated to the **Supplier Registration Questionnaire** page. Please read the questionnaire carefully and fill in all the required details. Mandatory fields are marked with an asterisk (\*).



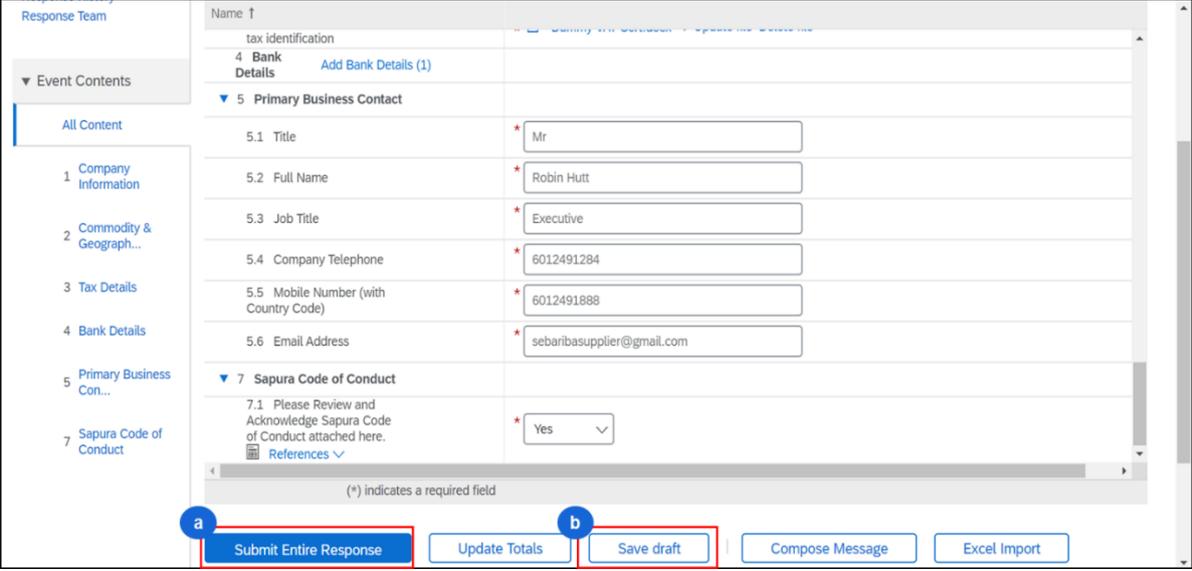
**Step 3:** For question 2.1 (Select Primary Category you would provide to Sapura), **select only one category.**



**Step 4:** Provide the mandatory information such as your tax information and bank details, and ensure you upload the relevant supporting documents via either the ‘drag-and-drop’ method or **upload by clicking on “Choose File”** and **clicking “OK”** once done.

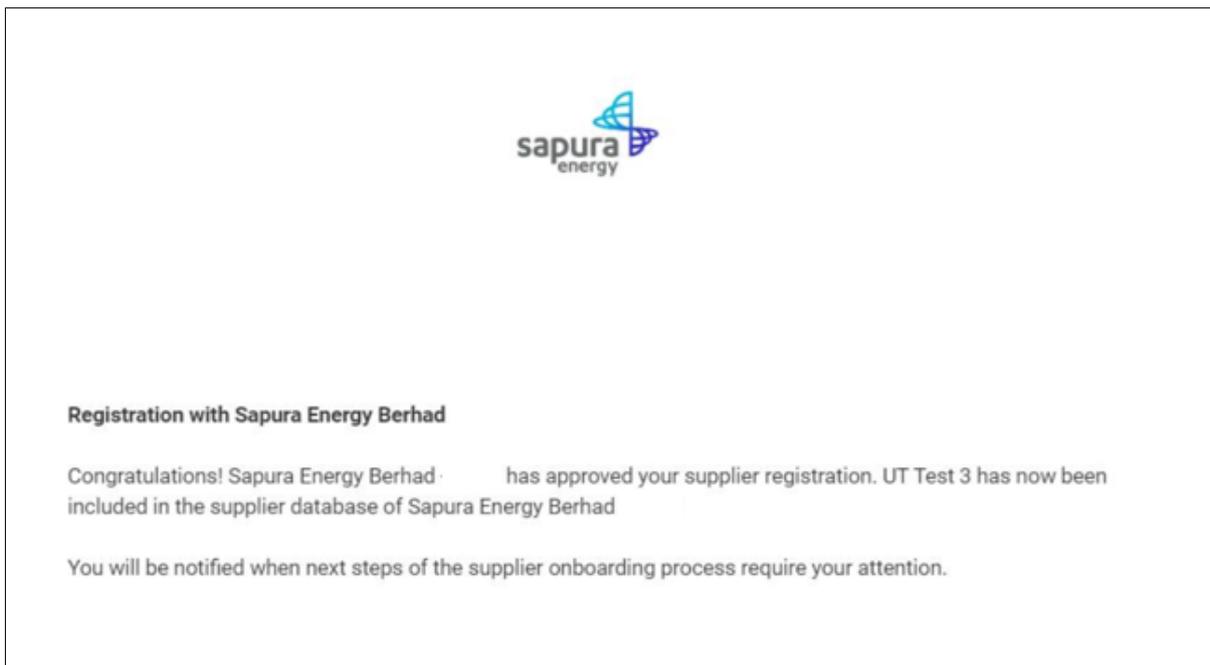



**Step 5:** After filling in the questionnaire, you may **click on the “Submit Entire Response”** button or **click on “Save Draft”** if you wish to revisit the questionnaire and complete it at a later time.



The screenshot shows a registration form with a sidebar on the left containing a navigation menu with items like 'Company Information', 'Tax Details', 'Bank Details', 'Primary Business Contact', and 'Sapura Code of Conduct'. The main form area is titled 'Name 1' and contains several sections: 'tax identification', '4 Bank Details', '5 Primary Business Contact', and '7 Sapura Code of Conduct'. The '5 Primary Business Contact' section includes fields for Title (Mr), Full Name (Robin Hutt), Job Title (Executive), Company Telephone (6012491284), Mobile Number (6012491888), and Email Address (sebaribasupplier@gmail.com). The '7 Sapura Code of Conduct' section has a dropdown menu set to 'Yes'. At the bottom of the form, there are five buttons: 'Submit Entire Response' (highlighted with a red box and a blue circle 'a'), 'Update Totals', 'Save draft' (highlighted with a red box and a blue circle 'b'), 'Compose Message', and 'Excel Import'. A note at the bottom of the form states '(\*) indicates a required field'.

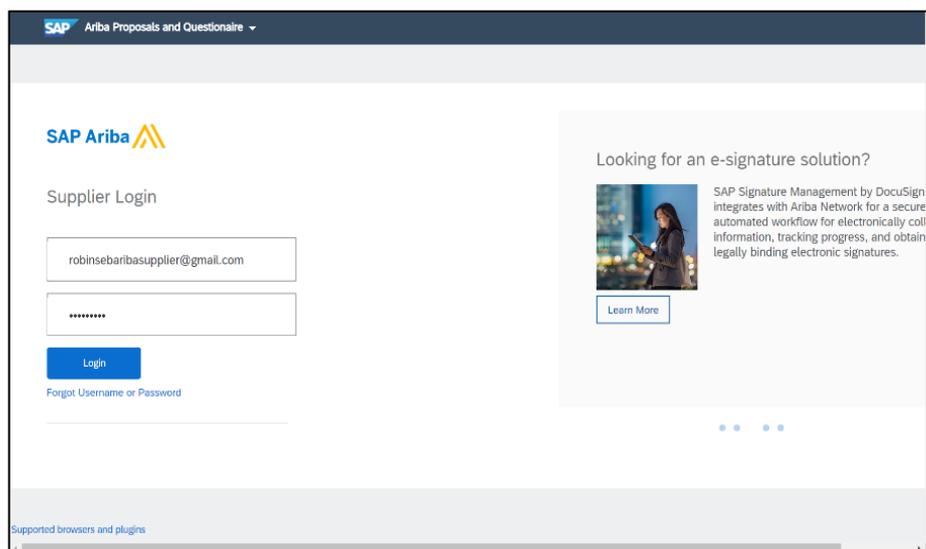
**Step 6:** The required registration steps are now completed. Your information will be reviewed by SEB and you will be contacted by our representatives, if there are further information required.



## Supplier Information Update (if required)

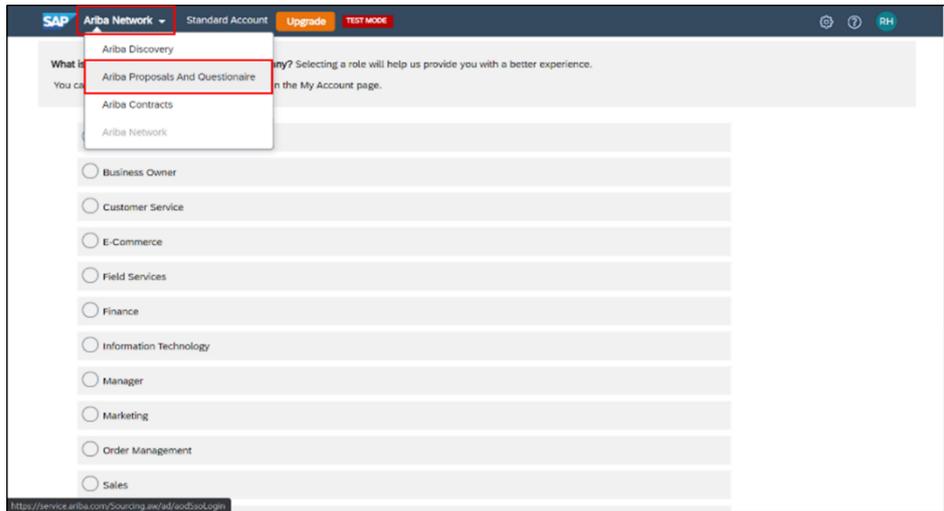
Once you have been successfully registered on the SAP Ariba Network, if you wish to update your company information, you can perform an e-update by following the simple steps below.

**Step 1: Log in** to your SAP Ariba Network Account (<https://supplier.ariba.com>) with your credentials.

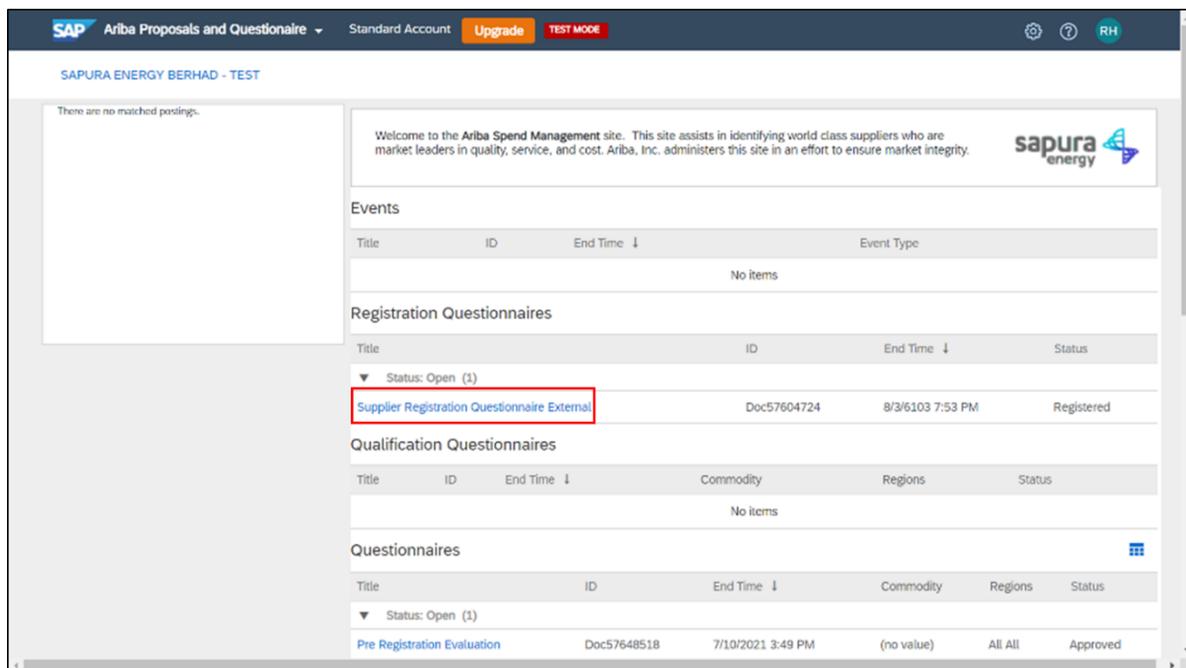


The screenshot shows the SAP Ariba Supplier Login page. At the top left, there is a navigation bar with the SAP logo and the text "Ariba Proposals and Questionnaire". Below this, the SAP Ariba logo is displayed. The main heading is "Supplier Login". There are two input fields: the first contains the email address "robinsebaribasupplier@gmail.com" and the second contains a masked password "\*\*\*\*\*". A blue "Login" button is positioned below the password field. Underneath the button, there is a link that says "Forgot Username or Password". To the right of the login form, there is a promotional banner titled "Looking for an e-signature solution?". The banner includes a small image of a woman using a mobile device and a "Learn More" button. The text in the banner describes the integration of SAP Signature Management by DocuSign with the Ariba Network. At the bottom left of the page, there is a link for "Supported browsers and plugins".

**Step 2: From the menu bar on the top of your page, click on the “Ariba Network” dropdown menu and select “Ariba Proposals and Questionnaire”.**



**Step 3: Click on “Supplier Registration Questionnaire External”.**



#### Step 4: Select "Revise Response".

The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Company Settings', 'Robin Hutt', and 'Help Center'. Below that, a breadcrumb trail reads '< Go back to Sapura Energy Berhad - TEST Dashboard'. The main header area contains a yellow notification box: 'You have submitted a response for this event. Thank you for participating.' Below this, a blue button labeled 'Revise Response' is highlighted with a red rectangular box. The main content area is titled 'All Content' and displays a table with the following data:

Name	
▼ 1 Company Information	
1.1 Supplier Full Legal Name (as per Company Registration Certificate)	YY Logistics
(Please use below Supplier name field if name is longer than 35 characters)	
1.2 Supplier Full Legal Name (Cont'd)	
1.3 Supplier Full Legal Name (Cont'd)	
1.4 Company Registration Number	12948712
<a href="#">Show More</a>	
Street 1: TTDI 6 ⓘ	

At the bottom of the table, there is a 'Compose Message' button.

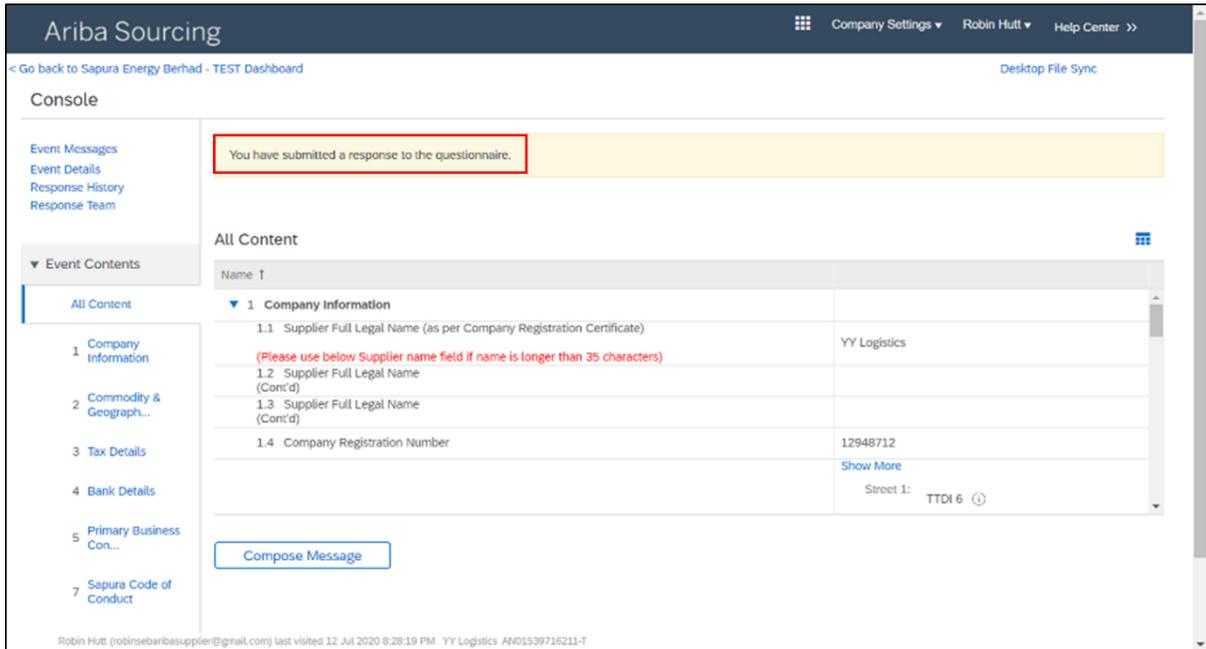
#### Step 5: You can now edit the relevant information and select "Submit Entire Response".

This screenshot shows the same Ariba Sourcing interface as the previous one, but with the 'All Content' table in edit mode. The table fields are now input boxes:

1.1 Supplier Full Legal Name (as per Company Registration Certificate)	<input type="text" value="YY Logistics"/>
(Please use below Supplier name field if name is longer than 35 characters)	
1.2 Supplier Full Legal Name (Cont'd)	<input type="text"/>
1.3 Supplier Full Legal Name (Cont'd)	<input type="text"/>
1.4 Company Registration Number	<input type="text" value="12948712"/>

Below the table, a note states: '(\*) indicates a required field'. At the bottom of the page, a row of buttons is visible, with 'Submit Entire Response' highlighted by a red rectangular box. Other buttons include 'Excel Import', 'Update Totals', 'Reload Last Bid', 'Save draft', and 'Compose Message'. The footer of the page reads: 'Robin Hutt (robinsbarbasupplier@gmail.com) last visited 12 Jul 2020 8:28:19 PM. YY Logistics AN01539716211-T'.

**Step 6:** You will receive an in-system notification to confirm that your update has been submitted. SEB will then review and approve your information updates accordingly.



The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with 'Ariba Sourcing', 'Company Settings', 'Robin Hull', and 'Help Center'. Below this is a breadcrumb trail: '< Go back to Sapura Energy Berhad - TEST Dashboard' and a 'Desktop File Sync' link. The main content area is titled 'Console' and contains a notification: 'You have submitted a response to the questionnaire.' Below the notification is a section for 'All Content' with a table for 'Name 1'. The table has four rows of information:

▼ 1 Company Information	
1.1 Supplier Full Legal Name (as per Company Registration Certificate)	YY Logistics
1.2 Supplier Full Legal Name (Cont'd)	
1.3 Supplier Full Legal Name (Cont'd)	
1.4 Company Registration Number	12948712

Below the table, there is a 'Compose Message' button. The footer of the page shows the user 'Robin Hull (robinsbarbasupplier@gmail.com)' and their last visited time: '12 Jul 2020 9:29:19 PM'.

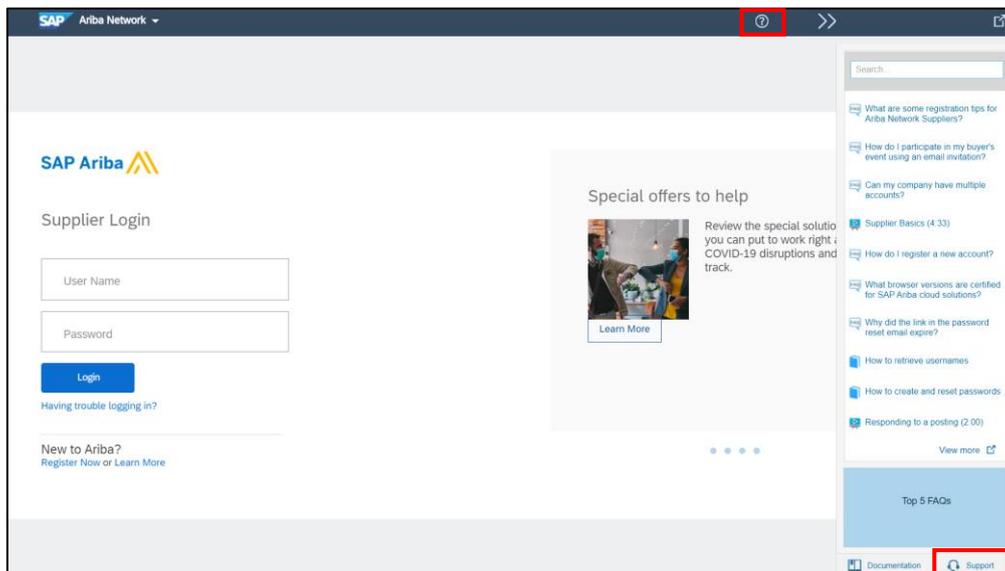
# Getting Support



## A: Technical Support

Contact **SAP Ariba** via the support feature shown below for IT Technical support, if you are:

- i) Unable to login to the SAP Ariba Network
- ii) Unable to view a page on the Supplier SAP Ariba Network
- iii) Experiencing difficulty in navigating the SAP Ariba Network



## B: Supplier Onboarding and Registration related items

Contact **Sapura Energy Berhad** by:



Write to us at [vendors@sapuraenergy.com](mailto:vendors@sapuraenergy.com)